



At the request of the Fourth High-Level Officials Meeting on Environment and Health in Southeast and East Asian Countries (hereinafter member countries), the Secretariat developed communication guidelines between national communication focal points, TWG members, TWG Chairs and Secretariat (hereinafter UNEP and WHO).

TWG Membership and Withdrawal

1. Any national government institution in the member country and other relevant regional and international partner organization that is not originally in the TWG member list may subsequently submit to the Secretariat an application for membership (by accomplishing a membership form), which is subject to approval by the respective TWG Chair with the consensus of TWG members. The application of a national government institution should be submitted through or by the national communication focal point to the Secretariat.
2. A member (the membership of a TWG is an institution, not its contact person) of a TWG may withdraw from the TWG at any time by giving a written notice of withdrawal to the Chair channeled through the Secretariat.
3. When there is a change in the contact person of a TWG member, the member should send a notice of change immediately to the Chair of the TWG through the Secretariat.

National Communication Focal Point (NFP)

4. Each of the 14 member countries designates a national communication focal point (NFP), one from the Ministry of Health and another one from the Ministry of Environment. The list is updated regularly by the Secretariat in coordination with the respective member countries.
5. Any changes and nominations of NFP should be sent to the Secretariat in a written form.
6. NFP for the Regional Forum is responsible to disseminate and/or channel to relevant officials within their Ministry and related institutions the information coming from the Secretariat to the representative member country.

Ministerial and High-Level Meetings

7. The Secretariat will send official communications to the Ministers (Environment and Health) and copy them to the respective NFPs.
8. The Secretariat will send official invitations to the TWG Chairs (Head of Institution, where applicable) with copy to the NFPs.
9. The TWG Chairs will inform all their members about the meeting. Any members who would like to attend are requested to contact the Chairs and the Secretariat.

TWG Meetings

10. A TWG may convene meetings among its members. The Chair of the TWG will send an invitation to the members for participation.
11. The Chair of a TWG, in consultation with the members, may allow non-members to participate in the meetings as observers.
12. The TWG Chair may invite relevant international organizations and other entities/experts to present information and/or contribute to deliberations.